

14 APR 1970

NOTE TO:

SUBJECT: Career Service Awards Dinner

1. Attached for your information and use is a fact sheet on the Career Service Awards dinner honoring Mr. Houston as a winner and a form to record reservations.

2. Please complete the reservation form with the names of those who wish to attend the dinner and forward with their remittance to me (Room 5 E 61, Headquarters). If you have any questions, please call me on extension [REDACTED]

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/s/ [REDACTED]

Chief, Benefits and Services Division
Office of Personnel

Atts

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Original - Addressee: [REDACTED]

1 - DD/Pers/SP

1 - C/BSD Chrono

1 - Houston file

NATIONAL CIVIL SERVICE LEAGUE
CAREER SERVICE AWARDS

Agency Winner	Mr. Lawrence R. Houston
Presentation	Dinner -- Washington Hilton Hotel
Date and Time	8 May 1970 Cash Bar & Reception -- 6:30 p.m. Dinner -- 7:30 p.m.
Cost	Government Employees and their families -- \$15 per ticket. Non-government attendees -- \$25 per ticket.
Dress	Semi-formal Men -- business suits Women -- cocktail dresses
Reservations	Reservations may be made for individual seating as well as tables for ten and should be submitted by 23 April 1970.
Attendance	Desired quotas have not been established but a large turnout is certainly desired.

RESERVATIONS FOR DINNER HONORING WINNERS OF
CAREER SERVICE AWARD, WASHINGTON HILTON HOTEL, 8 MAY 1970

[illegible]

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Make checks payable to [REDACTED] or to Cash
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